GUIDEBOOK TO CATALOGUING AND CLASSIFICATION

FOR SMALL PUBLIC LIBRARIES

Alberta CULTURE

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This guidebook is about cataloguing and classification. It has been written for staff of small public libraries in Alberta. The guidebook combines some features of an instructional manual with a brief review of the theory behind cataloguing and classification. It is designed to be used in conjunction with the **Dewey Decimal Classification** and **Sears List of Subject Headings.**

The guidebook follows accepted practices in cataloguing and classification. Samples, options and terminology have been included in the text and in the Appendix at the end of the publication. Since rules and technology of library catalogues are constantly evolving, this guidebook is designed to acquaint the novice cataloguer with the existing principles and to provide a preview of some things to come.

The guidebook was compiled with the technical and editorial assistance of Carol Klassen, Yellowhead Regional Library, Audrey Mark, Marigold Library System, Tony Fell, Library Technician Program, Grant MacEwan Community College, and Anna Altmann, Faculty of Library Science, University of Alberta. The Library Services Branch would like to take this opportunity to thank everyone who assisted with this publication for their invaluable advice, comments and support.

The Catalogue

The catalogue is a listing of all the information resources of the library. The purpose of all catalogues is to provide a listing of all items in a library collection so that borrowers and staff know what is available from the library and where to find it. Library catalogues often come in these formats...

- the card catalogue which is a file of 3" x 5" cards housed in a filing cabinet.
- computer catalogues where the catalogue is stored in a computer file and made accessible directly through terminals or indirectly through microform or printed book catalogues.

The Contents of the Catalogue

All materials in the library including books, records, films and video can be listed in the catalogue. Each item can have more than one listing or access point to provide library patrons and staff with information on what is available in the collection. Common access points for library patrons are...

- author's name
- title of a book or other item
- subject of material

In addition to information about the materials, access points (also called entries) include a call number which indicates where the book or other item can be located on the library's shelves.

The Process of Cataloguing

This includes:

- Descriptive cataloguing - which describes the book (or other information format) as an item.
- Classification - which is the process of identifying a book by its subject and assigning it to a category within a standard classification system. This also creates a number which is used to place the book on the shelf.
- Subject cataloguing - which identifies the major subjects discussed in the book.

When the process is complete, each book or other item will be listed, described, classified and easy to locate by anyone using the catalogue. For a card catalogue, a set of cards is produced during this process with one card for each entry. The cards are then filed in the filing cabinet. In addition to the cards for the catalogue file, another card is produced for a library shelf list, which is used for inventory purposes. This process is similar to the one used for creating computer catalogues; however, this guidebook will focus on creating a catalogue in card format.

The Guidebook

This guidebook is designed to provide a brief introduction to the cataloguing process for library staff who catalogue some or all of their new materials. It is not designed to answer all specific cataloguing concerns. Library staff who wish to obtain more information can consult additional materials, some of which are listed in the bibliography and which are available through interlibrary loan. For the dedicated cataloguer, workshops and courses on cataloguing are also offered in various locations around the province. Information on these programs can be obtained through the Library Education Calendar published by Alberta Culture Library Services.

Cataloguing Alternatives

The cataloguing process is not difficult, but it is time consuming. Library staff should be aware that time spent on the cataloguing process could be devoted to providing service to the public. Some alternatives to "in house" cataloguing are...

Purchased cataloguing. Some library suppliers provide a cataloguing service to libraries. For a small charge per copy, the library can receive pre-catalogued books, each with a set of cards ready for filing in the catalogue. The cataloguing can be as simple or as complex as the library desires, within the standards set by the supplier. The cataloguing and classification are taken from professional sources, leaving the supplier with the labourious task of creating card sets. In terms of actual cost, it is cheaper to buy cataloguing than for library staff to do it. A list of suppliers who provide such cataloguing services is included at the end of the guidebook. Library staff should consult several suppliers to find out about price, standards and how they relate to local library needs.

Contracting for service. Small libraries may be able to make an agreement with a larger library in the area to do the cataloguing for them. It may be arranged for a small fee per book if the larger library has sufficient staff to provide the service. This alternative is feasible only if the larger library has the resources to do the work.

Membership in a library system. This option will become available to more and more small libraries as they become eligible to join a library system. This type of service is a major benefit of membership in a system. In existing systems cataloguing is done at the system headquarters and new books are delivered to the library catalogued and ready for the shelf. This has several benefits:

- library staff are free to devote more time and energy to provide better service to the public.
- quality of the cataloguing becomes consistent throughout the system.
- small libraries can combine their listings to create a system catalogue so that borrowers can find out not only if an item is available within the local library but also if it can be obtained from a neighbouring library.

Although cataloguing is necessary to provide access to the contents of the library, it is not, as it once was, necessary to do it in each library. Library staff should consider the options and investigate methods of reducing the amount of time spent on the process.

Materials and Supplies

Library staff who decide to carry out some or all the process at the local level will need some tools to assist them. The following list is suggested.

Reference Books

A) For Descriptive Cataloguing
Gorman, Michael. *The Concise Anglo-American Cataloguing Rules*. Chicago/Ottawa/London. American Library Association/Canadian Library Association/The Library Association, 1981. ($9.00)
OR
Anglo-American Cataloguing Rules, 2nd edition. Chicago/Ottawa. American Library Association/Canadian Library Association, 1978. ($20.00)

B) For Classification
Abridged Dewey Decimal Classification and Relative Index, 11th ed. Forest Press. Lake Placid, New York, 1979. ($27.00)
OR
Dewey Decimal Classification and Relative Index. 3 vol., 19th ed. Forest Press. Lake Placid, New York, 1979.

C) For Subject Headings
Sears List of Subject Headings, 12th ed. Edited by Barbara Westby. Wilson. New York, 1982. ($25.00)
OR
U.S. Library of Congress, Library of Congress Subject Headings, 2 vol., 9th ed. Library of Congress. Washington, D.C., 1980 ($75.00) (Also available in microform on a subscription basis)
AND
National Library of Canada. *Canadian Subject Headings*. Ottawa, 1979. ($12.95)

(Other lists such as *Subject Guide to Dewey Decimal Classification* have been produced by agencies such as Alberta Education. For information on this publication contact Alberta Education.)

D) Filing Rules
ALA Rules for Filing Catalogue Cards, 2nd ed. abridged. Edited by Pauline Seeley. American Library Association, Chicago, 1979.

Supplies

Supplies which are used in the manual cataloguing process are available from stationers and library suppliers. They include:

- 3" x 5" file cards (for catalogue and shelf list entries)
- typewriter
- pressure-sensitive labels (for book spine call numbers)
- alphabetical index cards (guides in card file)
- wooden (or metal) card files (for catalogue and shelf list)
- alphabetizer (to help sort cards)

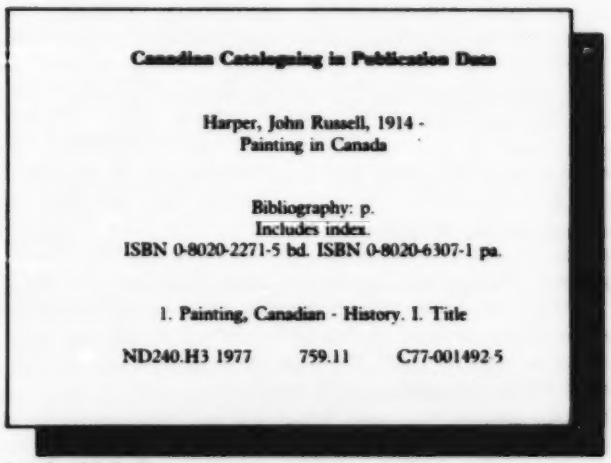
The Cataloguing Trail

Like all guidebooks, this one leads us through a variety of new experiences, in this case the creation of a catalogue of books in a library. This guidebook deals with cataloguing and classifying books. The process differs somewhat for non-book materials so they will not be included in this publication. Each step along the trail will be described in a separate section. Descriptive cataloguing, classification, subject cataloguing and catalogue maintenance will be discussed in that order. And now, to take the first few steps on the cataloguing trail.

Descriptive Cataloguing

The purpose of the catalogue is to provide staff and borrowers with a means of finding out which books are in the library's collection. Usually people ask for a book by: a) its title - "Do you have a book called...?", b) its author - "Do you have a book by...?", or c) its subject - "Do you have a book about...?". Each of these queries can be answered by the catalogue. Descriptive cataloguing is the part of the process where the author, title and other details describing the book are recorded.

Rules for descriptive cataloguing have been published in the *Anglo-American Cataloguing Rules*, 2nd ed. (or *AACR2* for short). These rules are the basis for procedures used in this guidebook, and cataloguers will want to consider purchase of one edition of the rules for adequate detail. In almost all cases, most of the information needed to describe the book can be located on the title page. Additional information is often located on the back of the title page. Of particular value to the cataloguer is Cataloguing in Publication* (C.I.P.) data. (Canadian data is referred to as C.C.I.P.). This is included in recently published books and is done at the time of publication.



Canadian Cataloguing in Publication Data

Harper, John Russell, 1914 -
Painting in Canada

Bibliography: p.
Includes index.
ISBN 0-8020-2271-5 bd. ISBN 0-8020-6307-1 pa.

1. Painting, Canadian - History. I. Title

ND240.H3 1977 759.11 C77-001492 5

Sample of C.C.I.P.

With book in hand, our cataloguer is ready to begin.

Step-By-Step Descriptive Cataloguing

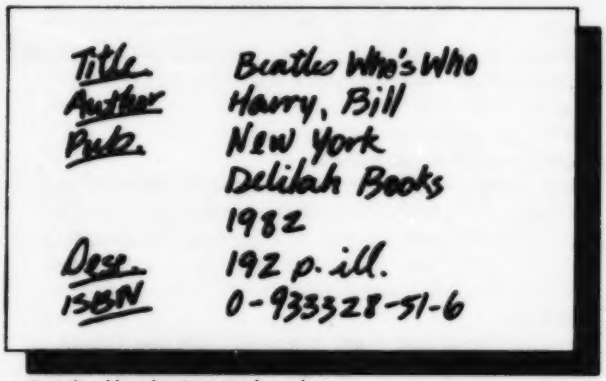
On opening the book to the title page, the cataloguer will usually note the title of the book and an author's or editor's name. The first step is to verify whether the book is already in the existing catalogue or not. If a copy is already listed and in the collection, the book is set aside for processing and inventory update. If the book is new to the library collection, the cataloguer must accurately describe the important features of the book and prepare this information for the catalogue. The first step in the descriptive cataloguing process is to describe the main features of the book. An example is a book called: *"Beatles who's who"*, by an author named Bill Harry. The book was published by Delilah Books of New York, in 1982. It has photographs and is 192 pages long. An identification number called the ISBN is 0-933328-51-6.

There are several elements which are included in the description of this book. The easiest way to complete the process is to scan the title page, C.I.P. data or the book itself and list the information on a temporary work card which forms the basis for the catalogue card. The following descriptive areas are usually recorded.

- **Title**
  Record the title as it is printed on the title page. Record sub-titles and alternate titles if you think they will be useful.
  Title Example - "Beatles who's who"
- **Statement of Responsibility**
  Include name of author as it is written on the title page. If there is no author, include the name of the company or corporate author or the editor. Designate the editor by adding "edited by..."
  Author Example - Harry, Bill
- **Edition**
  Include the edition number if more than one edition is available.
  Edition - N/A
- **Publication**
  Record the place of publication, the name of the publishing company and the publication date. Some libraries record both the copyright date and date of publication to indicate whether or not the book is a reissue of a popular title. A list of abbreviated forms of publisher's names has been included in Appendix B of this guidebook to streamline this activity.
  Place of Publication: New York
  Publisher: Delilah Books
  Date: 1982
- **Physical Description**
  This includes the format (if it is not a book), number of volumes (if more than one), number of pages, whether book is illustrated, height of book. Some of these elements may be omitted to simplify the process.
  Format: Paperbound book
  Volumes: 1
  Pages: 192
  Illustrations:
  Height: not required
- **Series**
  Include the title of the series if it is required by patrons. Series description is not usually required for search purposes but it is occasionally useful to identify the book. This is optional for small libraries. Only a small percentage of books belong to a series.
  Series: N/A
- **Notes**
  This area is reserved for description that goes beyond the previous information. Notes may help the patron identify the book and can include: original language of publication, variations in title, reading level, contents or any other useful data. They are seldom required in a small library.
  Notes: N/A

* Cataloguing terms and acronyms are defined in a glossary at the back of the guidebook.

- **ISBN** *(International Standard Bibliographic Number) This is found on the back of the title page. It is a number which is used to identify each book. It can be used to reorder lost titles and is becoming more useful in automated acquisitions and cataloguing procedures. Libraries which are considering automation or joining a system may want to add this number to the description.*
ISBN: 0-933328-51-6



Sample of hand-written work card

Once this information has been recorded, the description is nearly complete. The next task is to provide library staff and patrons with access points to the book when it is added to the catalogue. The access points are usually author, or title entries. The process of determining which entries are required and what they are is the next step in the process. The starting point is to identify the **main entry** for the book.

1. The Main Entry

The main entry or listing in the catalogue is usually under the **author's** name. All other card entries for the book will be modified versions of the main entry card. The author's name is written on the work card, surname first. e.g. a book written by John Smith is written on the work card as:
Smith, John
Some books are co-authored by two or more people, others are produced by corporations, associations or governments, and still others have no author listed on the title page at all. In cases where authorship is not clear, the following rules for main entry are applied.

Rules for Main Entry

1. *If a book is written by* **one person**, *the main entry will be under that* **author's name.**
   e.g. *Alberta, province of promise written by Pat Reid*
   main entry: Reid, Pat
2. *If a book is written by* **two or three people**, *the main entry is under the* **first person named** *(unless otherwise specified).*
   e.g. *Atoms today and tomorrow, by Margaret O. Hyde and Bruce G. Hyde; illus. by Ed Malsberg*
   main entry: Hyde, Margaret O.
3. *If there are* **more than three authors** *listed and no one is represented as the principal author, the main entry is under the* **title** *of the book.*
4. *If a book is a* **compilation** *of several authors' works and edited by someone else, enter under the* **title** *not the editor.*
   e.g. *The Penguin book of French verse edited by Brian Woledge, Geoffrey Brereton and Anthony Hartley.*
   main entry: The PENGUIN book of French verse with optional added entry for each editor.
5. *Enter a translation under the name of the* **original author**, *not the translator.*
   e.g. *Memoirs (of Jozsef Cardinal Mindszenty); translated by Richard and Clara Winston.*
   main entry: Mindszenty, Jozsef Cardinal
6. *Enter an edition that has been adapted under the name of the* **original author**.
7. *If a book has an editor and also has an author enter under* **original author**.
8. *Enter a work that is the result of activities or effort of companies, governments or associations under the* **corporate author** *if it reflects the collective thought or activity of the corporate body. If not, enter under title.*
9. *If a book consists primarily or reproductions of visual items i.e. drawings, paintings or photographs, and the text is a minor part of the work, enter under* **artist**.
10. *Sacred or other anonymous works which have been published in many editions or translations i.e. Bible, Koran, are entered under the most common or* **uniform title.**

With practice, the cataloguer will soon become familiar with the rules for identifying the main entry. In the *"Beatles who's who"* sample from earlier in the guidebook, the main entry is by author: Harry, Bill in accordance with rule 1.

Correct Forms of Names
Most of the time, the name of the author is recorded exactly as it is written on the title page, last name first. There are times, however, when the author writes under an assumed name or pseudonym or when the form of the name causes confusion. There are some general cataloguing rules which are used in these cases.

Pseudonyms
The basic AACR 2 rule for personal names is to enter the name the author is most commonly known by, whether it is the real name, nickname or pseudonym, because that is the one poeple will use to find the book.

Pseudonyms - Examples
*Fiction written by Eleanor Hibbert under the pseudonym Jean Plaidy, Victoria Holt or Philippa Carr is entered under "***Plaidy***, Jean"; "***Holt***, Victoria" or "***Carr***, Philippa", not under the real name "Hibbert, Eleanor".*

In cases like this one author may appear in the catalogue under more than one name. A "see also" reference can be used to link all the pseudonyms.
i.e. Holt, Victoria see also books by: Plaidy, Jean
Carr, Philippa
Children's books written by Dr. Seuss are entered under "Seuss, Dr." not "Geisel, Theodore" or "Le Seig, Theo".

Names with Prefixes
The AACR2 rule (29D) for recording names with prefixes is to go by the language or nationality of the author.

Prefixes - Example

Nationality	***Enter Under***	***Rule***
English, American Canadian, Italian	*de la Roche, Mazo* *Van Slyke, Helen* *Da Ponte, Lorenzo* *Du Maurier, Daphne*	*Enter under prefix in most cases.*
French, German Spanish, Dutch	*Gaulle, Charles de* *Goethe, Johann Wolfgang Von* *Gogh, Vincent van*	*Enter under prefix if it is an article. Do not enter under prefix if it is a preposition.*

Entry Under Given Name

A person whose name does not include a surname is entered by the form primarily used in reference sources such as current encyclopedias or biographical dictionaries. This type of entry often includes royalty, saints and popes.

Given Names - Examples

Plato
Elizabeth II, Queen of Great Britain
Francis of Assisi, Saint
Gregory I, Pope

These are all examples of how main entries are identified and recorded. In cases where the main entry is significantly different from that on the title page, a cross reference can be made on a separate card. For instance, a book by Mark Twain would be entered under Twain, Mark. Borrowers searching under his real name, Clemens, Samuel would find a reference to the main entry:

Sample Cross Reference

Clemens, Samuel
see
Twain, Mark

If searching under Clemens, the borrower would then find all materials by Samuel Clemens listed under Twain.

Authority File

Library staff may keep a file listing the standard form of entry used in the catalogue plus cross references made from other forms. This is called a name authority file. Using this file, staff will be able to refer patrons to materials listed under other pseudonyms or nicknames. In a small library a catalogue incorporating cross references can perform this function.

2. Added Entries

The cataloguer, who has recorded the main entry in its correct form on the work card, is now ready to identify the additional listings which describe the book. They are called **added entries**. Depending on the book, the number of added entries varies. The most common added entries which might be required include entries for title (if it is not the main entry), joint author or series.

1. ***Title added entry*** *- the title is always recorded on the work card as it is written on the title page during the descriptive process. If the title appears differently on the spine label or if the book is also published under an alternate title, an additional entry may be necessary.*
2. ***Author added entry*** *- if a book is co-authored by two people, the name of the first author is the main entry, however, the name of the second may be designated as an author added entry if it is likely that patrons will look under that person's name.*
3. ***Series entry*** *- if a book is part of a series that can be catalogued as a collected set, that is if one volume follows logically or thematically after the other, it is useful to make an added entry for series. If a series is numbered it is more likely that a series entry will be made. If it is a "publisher's series" where books have little in common but the format, there is less reason to have a series entry.*

The only added entry required for the *"Beatles who's who"* sample is the title: *"Beatles who's who"*.

At this stage of the process the cataloguer should check the work card to see if the following information is listed:

- Title - from title page
- Author - or other person(s) or group responsible for the content
- Edition
- Publication data
- Physical description - may be kept to a minimum level in a small library
- Series (only if applicable)
- Notes - optional - may be kept to a minimum
- ISBN - optional; but may have use in future

From this information the cataloguer can select the entries or access points by which the book will be searched in the catalogue. These are normally: 1) the main entry under author and 2) the title added entry. Other entries may be possible but since each entry must be done on a separate card, and since each card must be typed, then the cataloguer should attempt to identify only the necessary entries to keep work to manageable proportions. This information will form the basis of the catalogue cards. The standard arrangement for typing catalogue cards will be described later in the guidebook.

The cataloguer is now ready for the next step: the process of classification.

Classification

Classification of the book is the next step in the process. Its purpose is to identify the subject or intent of the book so that the book can be arranged on the shelves along with other books of similar content. Some libraries have created general classification schemes, using broad classes such as animals, history, sports, crafts and so on. If the collection grows too large to locate a particular title or if it becomes difficult to designate a class, the cataloguer must consider a more systematic approach to classification. Public libraries in Canada use the *Dewey Decimal Classification* system. The guide to using the system is published in two versions: a three volume edition, and the *Dewey Decimal Classification, and Relative Index, 11th Abridged Edition*. The three volume set is more comprehensive, but a small library will likely find that the abridged edition is satisfactory. The information in this guidebook is designed to be used in conjunction with either edition of *Dewey*.

Dewey Decimal Classification System

The Dewey classification system was first published by Melvil Dewey in 1876. Some changes have been made over the years, but the basic concept has remained intact. Dewey started by dividing all knowledge into ten main classes. Each class was then assigned a three digit number.

THE TEN MAIN CLASSES

Class Number	Class	Content
000	Generalities	General materials: general encyclopedias, library science, journalism, newspapers.
100	Philosophy and related disciplines	Philosophy, psychology, ethics.
200	Religion	Religion, Bible, theology, history of the church, Christian religion, comparative religion.
300	Social sciences	Sociology, statistics, political science, economics, law, public administration, education, commerce, customs and folklore.
400	Language	Dictionaries, grammars, texts on standard usage of all languages, linguistics.
500	Pure sciences	Mathematics, astronomy, physics, chemistry, paleontology, geology, biology, plants and animals.
600	Technology (Applied science)	Medicine, engineering, agriculture, home economics, management, chemical and manufacturing technology, and building trades.
700	The Arts	Civic and landscape art, architecture, sculpture, drawing, craft work, painting, prints, photography, music, performing arts, sports and recreation.
800	Literature	Works of literature: poetry, drama (fiction), essays, speeches, satire and humour and work about literature.
900	Geography and History	History, biography, geography and travel.

Dewey then took the subjects within each main class and divided them into 10 divisions. For example, within the 300 class of social sciences, the divisions look like this:

The Social Sciences Class Outline

Number	Subject	Contains
300	The social sciences	general works on social sciences.
310	Statistics	population statistics, physical measurement.
320	Political science	government, political theory, international politics, political parties.
330	Economics	economic theory, banking, investments, money.
340	Law	systems of law, social law, tax laws.
350	Public administration	executive branch of government, federal government, provincial government, military science.
360	Social services	social welfare, criminology, service organizations and clubs, insurance.
370	Education	education theories, schools, higher education.
380	Commerce, communication transportation	international trade and commerce, tariffs, radio, television, communication satellites, ground, water and air transportation, metric system.
390	Customs and folklores	costume and personal appearance, customs of life and death, etiquette, folklore, customs of war.

Dewey again subdivided each of these divisions into more specific sections. For instance, 380 is the class number for general materials on commerce, communication and transportation. Very few books deal with these topics on a general level; they are usually written on specific topics within the class. Therefore Dewey assigned a number to each specific topic.

Key Class Number	Subject	Contains
380	Commerce, communications transportation	Trade, products of primary industries, communication and transportation services.
381	Internal trade and commerce	Commercial policy, products of primary and secondary industries.
382	International trade and commerce	International economic relations, theory, import and export trade, tariff policy, trade agreements.
383 and 384	Communication services	Postal communication.
385	Railroad transportation	General and economic aspects, facilities, locomotives.
386	Inland waterway transportation	River, canal and lake transportation.
387	Water, air, space transportation	Seaports and facilities, ships. Airports and facilities aircraft. Space transportation.
388	Ground transportation	Roads and highways, bus services, trucking, vehicles, urban transit.
389	Metrology (weights and measures) and standardization	Systems of measurement i.e. Metric, imperial and standardization of systems.

As can be seen in the above examples, Dewey created a classification scheme which develops subjects from very general subject concepts to very specific ones. Books which contain information on one aspect of a subject are all classed under the same number and placed on a library's shelves in classification number order. Using the example of the subject trains and railroads, all books on the topic

would be classed under 385; railroad transportation, which is part of the broader class of commerce, communications and transportation (380), which is part of the main class of social sciences (300). All Dewey numbers consist of three digits before a decimal point. Additional numbers are added to the right of the decimal during classification.

Using Dewey

The cataloguer is now familiar with the basic theory behind Dewey's system. The next task is to learn how to apply the theory to the classification of materials in the library. The primary tool in this process is the *Dewey Decimal Classification* either the three volume or abridged edition.

Dewey is arranged in three sections: 1) the Tables; 2) the Schedules; 3) the Relative Index.

1. **The Tables** - The Tables are used to modify the subject in several ways such as: the format (an encyclopedia, bibliography, or a manual on a subject are common examples found in Table 1), the geographic area (found in Table 2) or the style of literature (from Table 3). Tables are never used on their own; they are always used in conjunction with a classification number. Specific uses of the Tables are identified within the classification schedules. Table 1 can be used with any number unless specific instructions indicate not to. Use of Table 2 is usually indicated in the classification schedule. It can also be used in other situations but small libraries will not often require this detail.

   The Tables assist the classification process if the library contains many books on the topic, but if a small library has only a few books on any one topic, extensive use of the Tables means unnecessary work.
2. **The Schedules** - The Schedules list the numbers for **all** the main classes and subdivisions in classification number order. This section of *Dewey* is vital to the cataloguer as it contains instructions on selecting the appropriate class number.
3. **The Relative Index** - is an alphabetical list of all the headings that are used in the classification scheme. It is often consulted first as it refers the cataloguer from the heading to numbers in the schedules. The schedules should always be consulted to obtain specific information on the appropriate class number for the treatment of the subject.

Before attempting the classification process the cataloguer should study the main classes and divisions as listed in Dewey. A review of the schedules and relative index will also help the cataloguer to become familiar with the general arrangement of the system. Detailed instructions for using the system are included in the introduction to the 11th abridged edition or the 19th edition.

Steps in Classification

The process of classification involves using the Dewey system to assign a class number to a book so that it can be placed on the shelf with other books on the same subject. The following suggestions will help the cataloguer determine how to select a classification number.

1) ***Is the book fiction or non-fiction?*** *Although Dewey does provide a class number for fiction, most public libraries do not class fiction. They prefer instead to arrange all fiction in alphabetical order by author's last name in a separate area. If the book is fiction, the cataloguer may denote this on the work card either by the letter "f" or the first letter(s) of the author's last name. The classification process is now complete for fiction materials.*

2) ***Is there a ready-made class number for the book?*** *Books on the same topic which are already classified in the collection can serve as a guide when classifying new materials. New books may have C.I.P. information on the back of the title page. This includes a class number. Publications such as* **Booklist** *and new editions of* **Sears** *also list a suggested class number. In any event, ready-made classification should be compared with the library's procedures to ensure they are in agreement.*

3) ***What is the main subject of the book?*** *If there is no ready-made class number, the cataloguer must examine the book for subject content as well as author's intent. For instance, a book on the History of Mathematics will be classed under mathematics, not history. If the content is not easily identified, check through the content page, chapter headings, author's introduction or preface, or the book itself to determine what the book is about.*

4) ***How do you find the main class number for the subject?*** *Once the subject has been identified and it is a specific subject, e.g., "herbs", name the subject and search the Relative Index for the class number for "herbs". In the Relative Index, several numbers are listed under "herbs", including garden crops: agriculture at 635.7, and foods: cookery at 641.657. The cataloguer should refer to the Dewey Schedules under 635.7 if the book is about herb gardening to ensure that the number does specifically relate to that aspect of herbs. If it is a book about cooking with herbs the number 641.657 should be consulted. The most appropriate class number should be noted on the work card.*

5) ***What if the book deals with several related subjects?*** *If the book deals with more than three related subjects, select the next broader subject which covers them all and match the number. For instance a book on trigonometry, algebra, applied mathematics and geometry would be classed under the general subject of mathematics instead of one of the component subjects. If one component subject is emphasized then the book may be classed under that subject.*

6) ***What if the book is about several unrelated subjects?*** *If a book deals with two or more unrelated subjects, select the most prominent topic. If all topics receive equal treatment, classify under the first one mentioned in Dewey or the one most likely to interest patrons. (Subject added entries can be added later to indicate the other subjects).*

7) *If a book is in a particular format (dictionary, collection of tables, encyclopedia, bibliography; class it with the subject. E.g. a general encyclopedia is classed under generalities (030) but an encyclopedia of medicine (600) is classed under medical encyclopedias (603). An ency-*

clopedia of sports would be 796.03: 796 for sports and .03 for encyclopedias (the latter number comes from Table 1, -03 dictionaries, encyclopedias, concordances).

By following these steps, the cataloguer will have identified the subject which is to be classified. The next step is to locate the subject in the Relative Index. The numbers which follow the subject in the index should then be checked in the Schedules to determine which one most closely relates to the theme of the book. The notes in the Schedules also explain if more specific classification is required or if a number from the Tables should be added.

Samples of Classification Numbers

Dewey numbers can be as general (broad) or as specific (close) as local library policy dictates. The longer the number, the closer the classification. For example, the cataloguer has a book on "Ghosts that Haunt English Castles." The main theme of the book is "Ghosts." The Relative Index under "Ghosts" lists:

Ghosts	
lit. & stage trmt.	
folk lit.	
sociology	398.47
texts & lit. crit.	398.25
other aspects see	
Supernatural beings	
occultism	133.1

Moving from the Relative Index to the Schedules under 398.47, the cataloguer will see that this number under Folklore (398) relates to ghosts and haunted places as subjects of folklore. 398.25 is the number for ghost stories. The last number listed, 133.1 under Parapsychology and occultism (133) lists Apparations (Ghosts) as 133.1. Once it is determined that the book is neither folklore or a ghost story, 133.1 becomes the correct class number.

133.1 is the number which would be found in the abridged edition of *Dewey*. The three volume edition can be used to create a more specific class number. As can be seen in the 133 schedule, 133.129 refers to "Ghosts in specific places" and tells our cataloguer to add "Areas" notation 3-9 to the base number. The "Areas" table (Table 2) provides the number -42 for the geographic area of the British Isles. The number is then added to give the following specific class number: 133.12942.

Although this is the closest number that can be developed for this book, the cataloguer in a small library will find it unnecessary to be so specific. If the collection is not likely to contain more than a few books on this aspect of ghosts, the broader number 133.1, which is in the abridged edition, is quite sufficient for classing books on ghosts.

Adding Numbers from the Tables

Some numbers in the Schedules are followed by the instructions to "Add...notation from Tables to base number." These instructions are quite specific and indicate which Tables to consult. For instance, to classify a book on the "Geography of Southern Alberta," the cataloguer will follow these steps:

1. *Name the most relevant topic(s):*
   Geography - Southern Alberta
2. *Search the Relative Index under the most relevant topic to find:*
   Geography
   specific places 914-919
   and
   Alberta area 712'3
3. *Consult the schedules under 914-919:*
   917 is the class for geography of North America. It carries the instruction to search the area table (Table 2) 71-79 for specific numbers.
4. *Consult the Tables under the area number 712'3 from the Index for Alberta. The number for Southern Alberta is 712'34.*
5. *Add area number 712'34 to base number 91 as described in the instructions: 91 + 71234 - Add decimal point (always after the third digit): 917.123'4 = geography of Southern Alberta.*

   (Again the cataloguer could be less specific: 917.123 (geography of Alberta) of 917.12 (geography of northern territories and prairie provinces) or 917.1 geography of Canada although this may be too broad a class).

A similar process would be used for a "History of Southern Alberta." The base number for history of specific places (in the Relative Index) is 940-990. The history of: North America is 970, Canada is 971, prairie provinces is 971.2, Alberta is 971.23 and Southern Alberta is 971.234. (9+71234) again, the schedules indicate when and how to add numbers from the Tables.

133	**Parapsychology and occultism**
	For esoteric and cabalistic traditions, see 135.4
.1	**Apparitions (Ghosts)**
.12	**Haunted places**
.122	**Ghosts in specific types of locale**
	Examples: haunted graveyards, churches, forests, houses
	Class ghosts in specific places regardless of type of locale in 133.129
.129	**Ghosts in specific places**
	Add "Areas" notation 3-9 from Table 2 to base number 133.129

Areas

-4 Europe

SUMMARY

-41 Scotland and Ireland
-42 British Isles England

If the cataloguer were to use very specific class numbers, the numbers would be very lengthy in some cases. Not only does it make classification more difficult, but it is also more difficult for patrons and staff to remember long numbers. Many libraries have made it their policy to class no further than the second digit after the decimal. The geography of Southern Alberta then becomes 917.12 and is classed with geography of the Prairies. Since small libraries seldom have large collections of any given class, this level of classification is quite adequate.

Library staff who use C.I.P. or other sources for classification will notice that long class numbers are often segmented by apostrophes. It is the common practice for smaller libraries to cut the number off at the end of the most appropriate segment.

Using the Class Number

Once the cataloguer has determined the most appropriate class number for the book, the number is added to the work card. Most libraries also add the first two or three letters of the author's last name to the class number to identify not only the class but the author. The combined class number and author initials is known as the **call number**. The call number for a book on Prairie geography written by Smith would look like this:

917.12
SM

This number is written on the work card to be included in the catalogue. It is also typed on an adhesive label and attached to the spine of the book during processing. The call number is then used by the patron to search for the book on the shelves and by library staff to shelve materials in classification order.

Some libraries add special designators to the call numbers. These are used to indicate that the book can be found in a certain part of the library. There are no standard designators but some of the common ones are: REF - for REFerence collections, Y or YA - for Youth or Young Adult materials, E for Easy or picture books and J for Junior or Juvenile materials. A book in the Reference Collection on Prairie geography by Smith could be designated by

A book for children on the same topic would be

The work card will now contain the following information:

Main entry
Title added entry
(Other added entries)
Publisher
Date
Paging
(Any additional description)
Call number

At this stage, the cataloguer has two options: a) to add subject headings b) to dispense with subject headings and proceed directly to producing card sets. The advantages of each route are discussed in the next step: subject headings.

Subject Headings

The cataloguer has now taken the book through the cataloguing and classification processes. The work card contains enough information to create a basic set of cards (author and title entries) for the catalogue. Now, the cataloguer faces the question of whether or not to add subject headings. What are they? What are their advantages?

Subject headings are used if there is a need to provide subject access in the catalogue, that is, if patrons are likely to look for materials by their subjects, rather than by the author or title. Subject access also pulls together materials on related topics which may have been separated in the classification process. All books which deal totally or in part with a particular subject can be given the same subject heading. These advantages must be weighed against the time it takes to identify the subject entry or entries to be used and the time it takes to produce the additional cards.

What is a subject heading? It is a word or phrase which indicates the subject of the book. In order to ensure that uniform headings are used, most libraries purchase one of two published lists of subject headings. These are *Sears List of Subject Headings* 12th edition (Sears) or the more comprehensive *Library of Congress Subject Headings* 9th edition (LCSH). *Canadian Subject Headings* is produced by the National Library of Canada for Canadian materials. This section of the guidebook is based on *Sears* and libraries intending to use subject headings should have a copy on hand.

Sears List of Subject Headings

Most small libraries use *Sears*. Its headings are generally based on *LCSH* and it has incorporated LC headings for children's literature. In some cases the cataloguer may wish to alter or replace a *Sears* heading with a more appropriate term. Any changes or additions should be written in the library's copy of *Sears* to ensure that the term is used consistently.

How to Assign Subject Headings

Not all books require subject headings. Some types of materials which do not usually need headings are: a) fiction b) poetry, letters, essays, humour etc. which will usually be searched by author or title. To assign subject headings for other material, the cataloguer should

1) *review the contents of the book to determine its subject(s).*
2) *select the term or terms from the subject heading list which most specifically relate to the contents of the book. If a book covers two or three specific subjects such as algebra, trigonometry and geometry, separate headings may be used. If more than three different subjects are included, a general subject heading such as "mathematics" is sufficient.*
3) *use more general subject headings in a small library. Novice cataloguers tend to make too many subject entries. No more than three subject entries are required for one book.*

Subject References

The cataloguer, in assigning subject headings, may want to include additional headings on separate cards in the catalogue, to inform patrons that books on related topics are available. These references are of two types:

1. *"See also" references - these headings lead the patron to additional information under other related headings.*
   ***Example**: Zoology*
   see also
   Animals
   Birds
   Domestic Animals
   Insects
2. *"See" references - these are references from terms or names under which no entries are listed (but under which a patron might search) to synonymous terms or names (which are used in **Sears**) under which material may be found.*
   ***Example**: Moral Philosophy*
   see
   Ethics

Subject Authority File

It is necessary for the cataloguer to keep a record of all subject headings used and of all references made. This can by done by maintaining a separate card file listing all headings and references but it can be done more simply by checking off entries in *Sears* as they are used. Additional entries and "see" references can be written in when they are used. A complete guide to this procedure is outlined in the text of *Sears*.

Subject Headings - The Final Decision

It can be seen that the cataloguer faces a great deal of work when providing subject access in the catalogue. A card must be made for each heading as well as the cards for the other entries. If necessary, reference cards may have to be added to lead the patron to other subject headings.

School and research libraries rely heavily on subject access. In a small public library where the collection has been classified, the simplest way to provide subject access is to use the classification scheme. Library staff and patrons who become familiar with the Dewey numbers and their relationship to each subject will soon be able to locate materials on various subjects by going directly to the shelves. The process of providing subject entries is very time-consuming and not very effective in a small library. It is more feasible to rely on the staff to teach patrons how to understand Dewey. A poster advertising the major Dewey class divisions may serve as a guide to the collection, or the staff may provide a brief orientation to patrons who are new to the community or unfamiliar with Dewey. The decision to use subject headings should only be made after other alternatives and the cost of time and resources have been considered.

Larger libraries that do decide to use subject entries in the catalogue will then write the subject heading(s) on the work card which will now list:

Main entry — *Call number*
Title added entries — *Subject entry or entries*
(Other added entries)
Publisher
Date
Paging
(Any additional description)

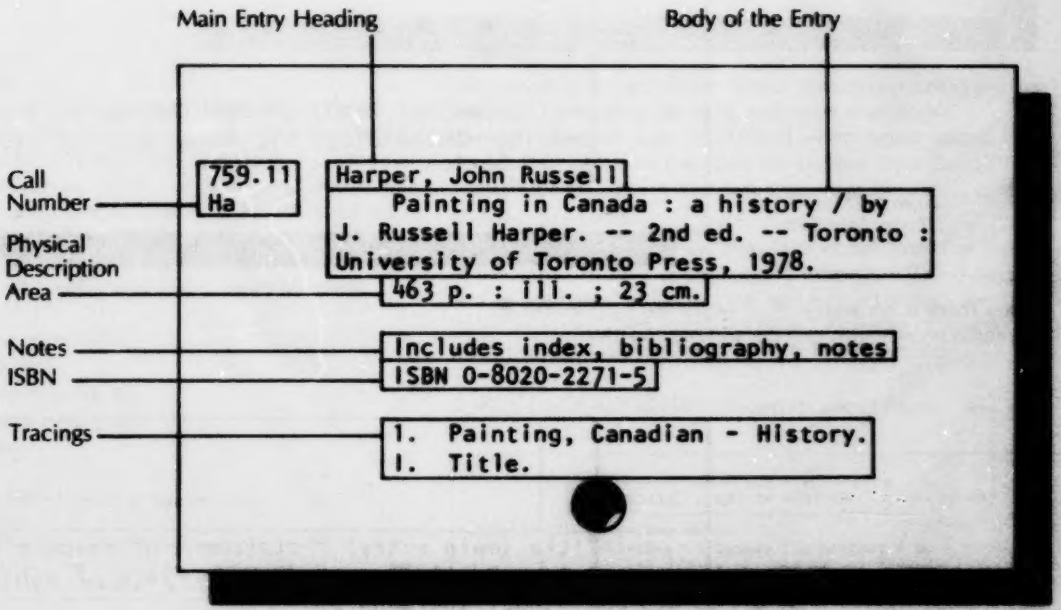
Catalogue Card Format

Throughout the cataloguing process, the cataloguer has been compiling information on the temporary work card. The next step is to transfer this information to cards which will become the card set for the book. To do this, the cataloguer starts with a basic card, called the unit card, from which all other cards in the set are created. A separate card must then be created for each entry.

Unit Card

The unit card contains all the information that has been recorded in the cataloguing process. The information is grouped much the same as in the descriptive cataloguing process. The unit card is the same as the main entry card. It is made up of the following sections:

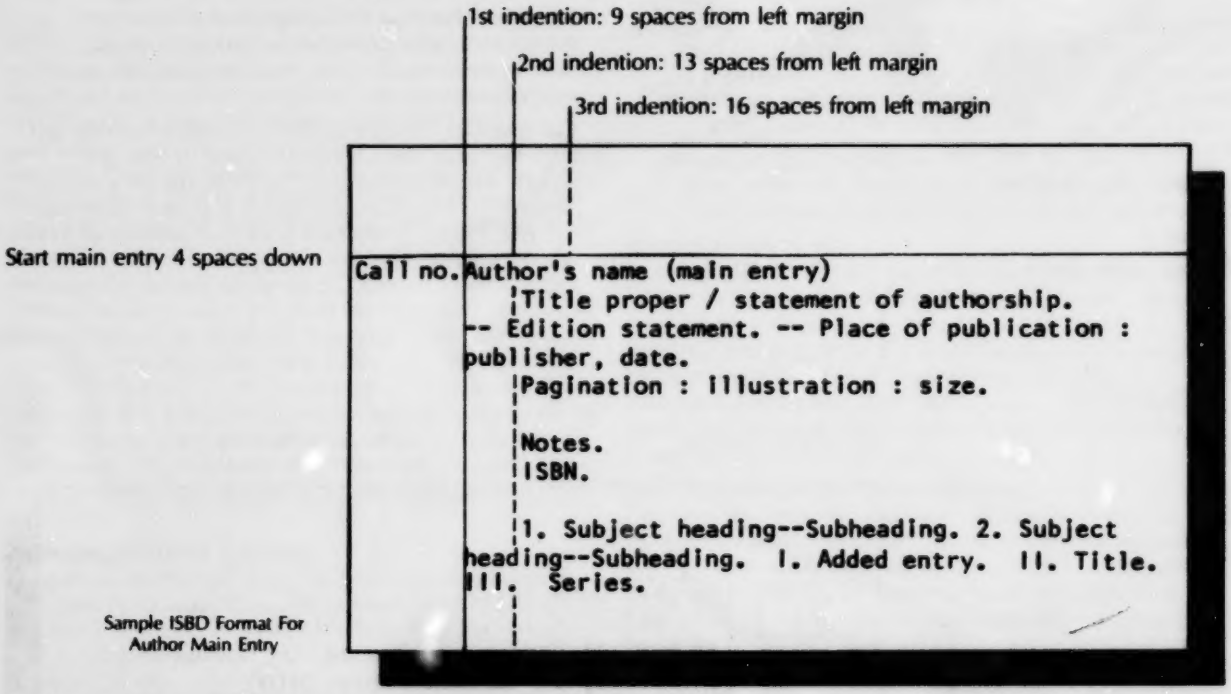
1. ***Main Entry Heading*** - *this is usually the author unless the author cannot be identified and then the title is used.*
2. ***Body of the Entry*** - *includes the title, statement of authorship or responsibility, edition statement, publication data.*
3. ***Physical Description Area*** - *includes number of pages, illustration (and series if applicable).*
4. ***Notes*** - *are other bits of descriptive information (each note is a separate paragraph).*
5. ***ISBN*** - *International Standard Book Number which is a unique number for each title.*
6. ***Tracings*** - *These are the listings of all added entries for the book. Subject entries are designated by Arabic numbers and other added entries are designated by Roman numerals.*
7. ***Call Number*** - *consists of the classification number and the letters from the author's last name. It may also include a reading level (eg. J759.11 would be a young person's book on Canadian art) or a location designator (eg. REF 759.11 would be a book on Canadian art in the reference section).*



Typing Format for Cards

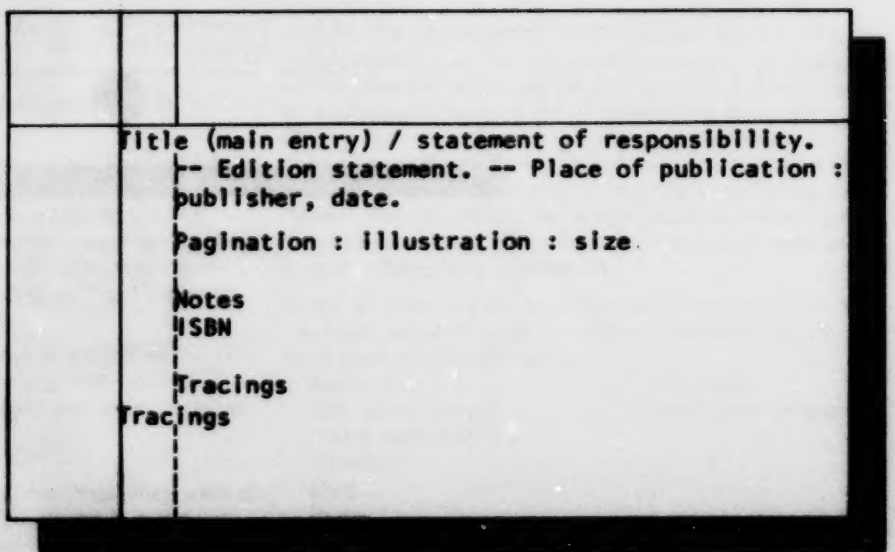
There is more than one format for typing catalogue cards. The cataloguer should select one and use it consistently. Two formats will be discussed here:

1. **ISBD Format**
   The International Standard Bibliographic Description (ISBD) is a standard format used for catalogue cards and microform catalogues. It combines the catalogue information with a series of punctuation marks to designate the various components of the entry. The sample unit card above uses ISBD format. Technically, the unit card looks like this:


1st indention: 9 spaces from left margin
2nd indention: 13 spaces from left margin
3rd indention: 16 spaces from left margin
Start main entry 4 spaces down
Call no. Author's name (main entry)
Title proper / statement of authorship.
-- Edition statement. -- Place of publication :
publisher, date.
Pagination : illustration : size.
Notes.
ISBN.
1. Subject heading--Subheading. 2. Subject
heading--Subheading. I. Added entry. II. Title.
III. Series.

Sample ISBD Format For Author Main Entry

When there is no author main entry the card format for title main entry varies slightly. It looks like this:



Format for Title Main Entry (Hanging Indention)

2. **Non-ISBD Format**
Cataloguers in small libraries often use the non-ISBD format as it is simpler to type. The indentions are the same as the ISBD format, however, much of the punctuation has been deleted. Following is a sample non-ISBD format.

```
971.1 Morley, Alan,
Mor     Vancouver, from milltown to
      metropolis.  3d ed.  Vancouver,
      Mitchell Press, 1974.
        302 p.  illus.


      1.  Vancouver, B.C. - Hist.
      2.  Vancouver, B.C. - Soc. life & cust.
      I.  Title
```

Added Entry Cards
The unit card for main entry forms the basis of all other cards in the card set. The cataloguer must make a separate card for each entry but the unit card can make the process easier. To make a card set, count the number of entries and add one. (The extra one will be used for the shelf list which is described in the next section.) The unit card is then duplicated for each entry. For example a book with author main entry, title entry and two subject headings will have a:

1) unit card for main entry
2) card for title entry
3) card for subject entry #1
4) card for subject entry #2
+5) shelf list card.

TITLE ADDED ENTRY (typed in lower case)

```
        Painting in Canada : a history

759.11  Harper, John Russell
Ha          Painting in Canada : a history / by
        J. Russell Harper. -- 2nd ed. -- Toronto :
        University of Toronto Press, 1978.
            463 p. : ill. ; 23 cm.

            Includes index, bibliography, notes
            ISBN 0-8020-2271-5

            1.  Painting, Canadian - History.
            I.  Title.
```

Libraries with a card duplicator or copier can just copy the required number of cards. If no copier is available, tracings and notes can be omitted when typing added entries (but **not** from the shelf list) to save time. To complete the card set, the headings must be added to the added entry cards.

Added entry headings start two lines down from the top of the card - usually at the second indention. Title added entries are typed in lower case and subject entries are typed in upper case. From an earlier example of a unit card, the following added entry cards are created:

SUBJECT ADDED ENTRY (typed in upper case)

```
        PAINTING, CANADIAN-HISTORY

759.11  Harper, John Russell
Ha          Painting in Canada : a history / by
        J. Russell Harper. -- 2nd ed. -- Toronto :
        University of Toronto Press, 1978.
            463 p. : ill. ; 23 cm.

            Includes index, bibliography, notes
            ISBN 0-8020-2271-5

            1.  Painting, Canadian - History.
            I.  Title.
```

Review of Spacing

1. ***Call Number*** *- begins on the fourth line from the top of the card. Indent one space from the left edge.*
2. ***Author Main Entry*** *- begins on the fourth line from the top of the card. Indent* ***nine*** *spaces from the left edge (first indention).*
3. ***Title Main Entry*** *- begins on the fourth line from the top of the card at first indention with continuation on the fifth line at the second indention (hanging indention). Only the first letter in the first word in the title is capitalized unless it is an article (a, an, the) and then the first letter in the second word is capitalized.*
4. ***Body of the Entry*** *- begin on the fifth line from the top of the card. Space successive lines. Body begins at the second indention (13 spaces from the left side) and continues from the first indention.*
5. ***Physical Description Area*** *- begin new line at the second indention.*
6. ***Notes*** *- begin a new paragraph at the second indention.*
7. ***Tracings*** *- begin at second indention.*
8. ***Added Entries*** *- begin two lines from the top of the card at the second indention. If a second line is necessary, begin it at the third indention. Title added entries are typed in lower case in the same manner as title main entries. Subject added entries are typed in capitals to distinguish them from author or title entries.*

With the exception of the shelf list cards, all cards in the set are ready to be filed in the catalogue.

Shelf List

The shelf list is a card file containing one card for every title in the library. It is used by library staff, usually for inventory purposes, and is usually not accessible to the public.

It is arranged so that the cards in the shelf list are in the same order as the books on the shelf. Special collections such as reference or young adult which are shelved separately and which are labelled by special designators such as REF or YA are filed together in the shelf list, not interfiled with other materials in the same classification.

Filing the Shelf List

a) Non-fiction: cards for **non-fiction** materials are **filed in ascending order by call number** (from 000 to 999) and within each number, alphabetically by author. The librarian should be able to take a section of cards from the shelf list file and match cards from the file with books on the shelf. If juvenile or reference materials are shelved separately, there should be separate sections in the shelf list for each separate area.

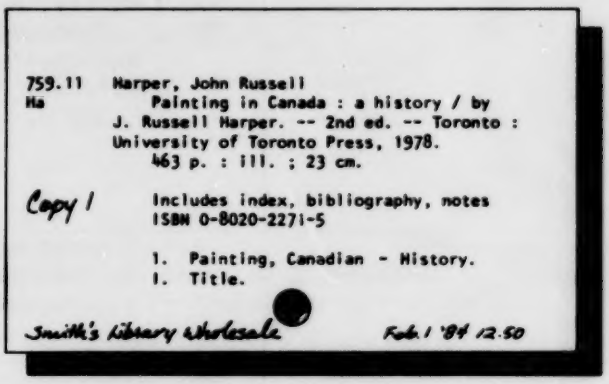
b) Fiction: **fiction** is shelved alphabetically **by author** from A-Z and cards in the shelf list are filed in the same manner. If an author has written more than one title, then the cards for each one are filed alphabetically under the author's name. If children's fiction materials are shelved separately then they should also be filed separately in the shelf list.

Card Format - Shelf List Card

The shelf list card is identical to the main entry unit card. It can include additional information such as:

1) price of the book (for insurance or replacement costs)
2) supplier (to simplify reordering)
3) date purchased (as a guide for weeding)
4) copy number(s) (if there is more than one copy of the same book)

This information may be written on the card in this manner:


759.11
Ha
Harper, John Russell
Painting in Canada : a history / by
J. Russell Harper. -- 2nd ed. -- Toronto :
University of Toronto Press, 1978.
463 p. : ill. ; 23 cm.
Copy 1
Includes index, bibliography, notes
ISBN 0-8020-2271-5
1. Painting, Canadian - History.
I. Title.
Smith's Library Wholesale
Feb 1 '84 12.50

Unit Card as Shelf List Card

Many libraries have replaced their accession lists with shelf lists. The shelf list is a tool which assists staff to inventory the collection and to provide better control of materials. It is not necessary to have an accession list, instead, library staff can keep a notebook to jot down how many books were purchased and weeded each year for annual statistical reports.

If the library has more than one copy of a particular book, this information is indicated on the shelf list card by the copy number. The first title added is listed as copy one (c.1), the second (c.2) and so on. If copy one is lost or discarded for instance, then the librarian will delete (c.1) from the shelf list. If a missing copy is replaced, it is advisable to use a new copy number for the replacement book as the missing copy may reappear from the bottom of someone's closet.

Checklist for Cataloguing and Classification

The cataloguing and classification process consists of the following steps:

1. **Descriptive cataloguing** - On a work card, jot down all the elements necessary to describe the book for patrons. This always includes title and author (if one is listed), publication data and any physical description necessary. It may also include ISBN. This information is found on the title page, in C.I.P. on the back of the title page and by examining the book.
   - Determine main entry and any added entries that are required.
2. **Classification** - identify most relevant subject area and consult with the Relative Index of *Dewey* for likely class numbers.
   - Refer to the *Dewey* Schedules to verify that the class number relates to the treatment of the subject.

- If required add numbers from the area tables.
- Add the first letters of the author's last name underneath the class number to create the call number. Any special identification such as "REF" for a book in the reference collection is also added. To make the call number for entries where there is no author use the first two letters in the title.
- Add call number to work card.

3. **Subject Headings** - Select the most appropriate subject heading(s) from *Sears* or other standard subject heading list such as *LCSH*. List subject headings on work card.
4. **Produce card sets** - Use a standard format to produce a unit card for main entry plus cards for each added entry and each subject heading. Notes and tracings may be omitted on added entries if cards are being typed in-house.
   - Type an extra unit main entry card for the shelf list.
   - Add headings to added entries and subject cards.
5. **Shelf List** - Add price, purchase and any other information to the shelf list card.
   - File cards in classification number or by author in the shelf list file.

   Prepare books for shelf.

Filing Cards in the Catalogue

By now the cataloguer will be ready for the final step in the cataloguing process: filing the cards in the catalogue. It should be determined what form the catalogue will take. Are there separate catalogues for adult and juvenile collections? Public catalogues are generally arranged in one of two ways:

1) **Dictionary catalogue** - author, title and subject entries are **interfiled alphabetically**. Users have only one catalogue to consult.
2) **Divided catalogue** - entries of different types are **arranged separately**. e.g.: author/title and subject catalogues or a separate catalogue for each.

Filing Rules

1. Disregard initial articles (a, an, the) but not articles within an entry. Prepositions and pronouns are considered when filing.
   e.g. **Man** and state
   A **man** of his time
   A **man** of the better class
   Les **miserables**
   To live is to love
2. Arrange entries **word by word**. A single letter or shorter word precedes a longer word beginning with the same letter (This rule is called the "nothing before something" rule).
   e.g. How **green** was my valley
   How **to** make bread
   Howard, James
3. a) Arrange **initials** as one letter words before longer words beginning with the same initial letter. Interfile entries consisting of initials plus words with entries consisting of initials only.
3. b) Arrange initials standing for names of organizations as initials not as if they were spelled out in full.
   e.g. **AAAS** conference on science teaching
   The **ABC** of collecting
   A.B.C. programs
   A is for apple
   A.M.
   Aaron, John
4. Arrange **acronyms** that are commonly written and spoken as words as they are spelled.
   e.g. Ford, Mary
   FORTRAN
   Unemployment
   Unesco manuals
5. Arrange **abbreviations** as if spelled in full except "Mrs." which is filed as written.
   e.g. Doctor at sea
   Dr. Christian's officer
   Doctor come quickly
   Mr. Abbott
   Mister Adam
   Mistrust
   Mrs. Miniver
   Mysterious
6. Arrange initials or other abbreviations for geographical names as if written in full.
   e.g. St. Albert, Alberta
   Saint Albert Trail
7. Arrange numbers as if spelled in the language of the entry.
   e.g. 100 American poems (one hundred)
   115 homes for living (one hundred and fifteen)
   One summer in Hawaii
8. Arrange names beginning with prefixes M' and Mc as if written Mac.
   e.g. McHale
   Machen
   McHenry
   M'Laren
9. Arrange books by the same author alphabetically by title.
   e.g. Laurence, Margaret
   The diviners
   Laurence, Margaret
   The stone angel
10. File royalty by first names and then numerically.
    e.g. Elizabeth I,
    Elizabeth II, Queen of Great Britain
11. File author entries before subject entries if the library has books both by and about the author.

There are many more rules used in filing. Library staff who wish to have a full listing of filing rules should consult *ALA filing rules for catalogue cards* published by the American Library Association.

This guidebook is an outline of the activities which can be included in the manual cataloguing process. Libraries may use it as a guide in preparing new materials for the catalogue or they may continue to use procedures which have been devised to meet the needs of local staff, volunteers and patrons. Cataloguing and classification are tools which assist library staff and patrons in locating materials, and like any tools they can be adapted and changed to meet new circumstances. The library catalogue is one tool which is undergoing major changes.

New technologies are in place to assist library staff in creating and storing library catalogues on computer files. It is now possible to connect a computer terminal in a small library to large commercial catalogues or utilities. Information can be transferred to the library's catalogue file and cards or microform catalogues can be automatically created. This is economically feasible if groups of libraries share costs through a library system or network.

It is now possible to have an online computer catalogue which provides direct interactive communication between a user and the computer system which contains the information about the catalogue. Library patrons in libraries with online catalogues can ask a computer terminal for a certain author or title and can not only find out if the library or library system has the book, but also whether or not it is on loan, and if so when it will be returned. The information will appear on the terminal. A reserve request may also be made so that when the book is returned, staff will know immediately that it has been requested, and by whom. Some day, borrowers may be able to connect their home, school or business terminals to the library's catalogue and choose their materials before they even arrive at the library.

Through new technology, catalogues of materials in many libraries or a system of libraries can be accessed by a patron. The local library can call on resources of neighbouring libraries in a system so that patrons can obtain material not only from the local collection but also materials from other libraries in the area and further afield. Catalogues of the near future will not only be keys that unlock the resources within the library but they will also provide access to a much greater collection of material.

A Processing

Processing is the activity which prepares a book for the shelves. Basically, it consists of four operations:

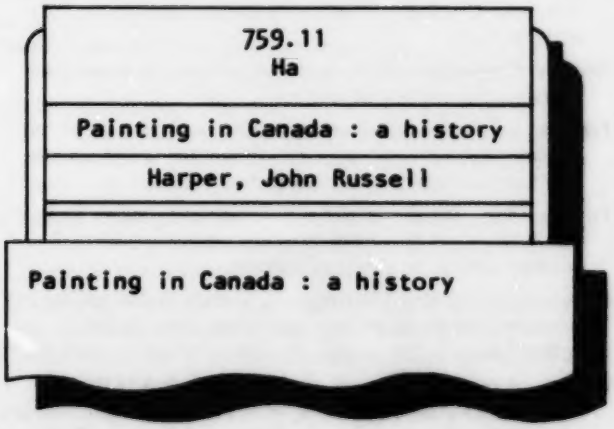
1. Pasting in book pocket and inserting a book card,
2. Stamping the book with a library ownership stamp.
3. Placing the call number label on the spine, and
4. Covering the dust jacket with a plastic protective cover.

An assistant or volunteer often is involved in the processing operations as they can be done with little ongoing instruction or supervision. Supplies include:

- Book pockets (available from library suppliers)
- Ownership stamp (can be obtained from a local stationer)
- Paste (for gummed book pockets)
- Pressure sensitive labels for book spine call numbers (available from stationers)
- Spine label protectors or transparent tape
- Clear plastic jacket covers (available from library suppliers)
- Book cards (available from suppliers)

Book Pockets and Cards

Pockets may be purchased pre-gummed or plain from library suppliers. They contain the book card which is used for circulation purposes. The book card has the title, author and call number typed at the top and contains spaces for the patron registration number or patron's name. Some libraries also type the title and call number on the book pocket to ensure that the correct book card is matched with each book.



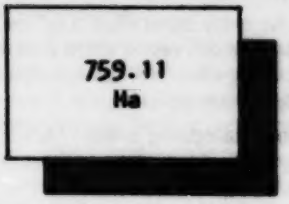
Book pockets are pasted on the front or back fly leaf of the book.

Ownership Stamp

An ownership stamp can be ordered from a local stationery supplier. Books should be stamped with the ownership stamp to avoid confusion between your library's books and those of school or other libraries. The stamp should be consistently placed on either the edge of the book, the fly leaf, title page or book pocket. Some libraries stamp a "secret page" to verify ownership.

Call Number Label

The call number, which consists of the classification number and the first letters of the author's last name or just the first letters of the author's last name in the case of fiction books, is typed on a small sticky label. The label is attached on the lower spine area of the book. It can be covered with a small piece of transparent tape or a label protector to ensure that it does not come loose.



Plastic Dust Jackets

Dust jackets can be either laminated with special laminating equipment or covered with plastic dust jacket covers available from library suppliers. The dust jacket covers are available in sheet form for certain sizes of books or on rolls which can be cut to fit standard height books. Covering the book jackets by either method reduces the wear and tear on dust jackets and book covers and keeps books looking neat and attractive for a longer period. Library suppliers should be contacted to determine which supplies are most suitable for your library.

Once processing is complete, the catalogued and processed book is ready to be placed on the shelf for the use of patrons.

B Shortened Publishers' Names

In some cases the full name of the publishing company can be abbreviated. These are some examples:

Appleton	Appleton Century Crofts
Atheneum	Atheneum Publishers
Bowker	R.R. Bowker Company
Chilton	Chilton Book Company
Doubleday	Doubleday and Company, Inc.
Fitzhenry	Fitzhenry and Whiteside
General	General Publishing Co. Ltd.
Harcourt	Harcourt Brace Jovanovich, Inc.
Harper	Harper & Row Publishers
Heath	D.C. Heath & Company
Holt	Holt, Rinehart and Winston, Inc.
Houghton	Houghton Mifflin Company
Hurtig	Hurtig Publishers Ltd.
Knopf	Alfred A. Knopf, Inc.
Little	Little, Brown & Company
McClelland	McClelland and Stewart Ltd.
McGraw	McGraw-Hill Ryerson Ltd.
Morrow	William Morrow & Company, Inc.
Praeger	Praeger Publishers, Inc.
Prentice-Hall	Prentice-Hall, Inc.
Rand McNally	Rand McNally & Company
Random	Random House, Inc.
Scribner	Charles Scribner's Sons
Tree Frog	Tree Frog Press Ltd.
Western Producer	Western Producer Prairie Books
Wiley	John Wiley & Sons, Inc.
World Pub.	World Publishing Company

The name should be clear enough so that other library staff will recognize the publishing company in the event that the book is being reordered.

C Glossary

Acronym - A word formed from the initial letters of each of the successive major parts of a compound name.

Added Entry - An entry other than a subject entry and additional to the main entry. If the main entry is the author, then entries for title, joint author, illustrator or subject would be added entries.

Anglo-American Cataloguing Rules - (AACR2) - Standard rules for bibliographic description and establishment of name headings.

Annotation - A brief note describing, explaining or evaluating an item. Annotations may be used in book lists, bibliographies or on catalogue cards.

Author - The person or corporate body chiefly responsible for the creation of the artistic or intellectual content of a work.

Author Added Entry - An added entry for an author of a work.

Authority File - A record of the correct forms of names, series, or subjects used in the catalogue. Its purpose is to keep entries uniform.

Bibliographic Record - One or more elements describing an item held by a library e.g. an entry in a catalogue.

Book Catalogue - A listing in book form of the library's holdings.

C.I.P. - See Cataloguing in Publication.

Call Number - Classification Number plus first letters from the author's last name. May also include letters to designate reading level etc.

Card Catalogue - A catalogue of the library's collection in which each entry is made on a separate card. Entries are usually made by author, title and subject and cards are filed alphabetically.

Card Set - Multiple copies of the same card containing cards for all entries.

Catalogue - A list of the holdings of a library or group of libraries. It records, describes and provides access to the resource in a library.

Cataloguing - The process of describing a book or other item and assigning a classification number. Includes determining the main entry, describing the item and assigning subject headings and a classification number.

Cataloguing in Publication - (C.I.P.) - Cataloguing information provided at the time of publication and usually included on the reverse of the title page. Contains basic author, title and publisher information along with Dewey class number, Library of Congress class number and subject headings.

Classification - A systematic scheme for the arrangement of books and other materials according to subject or form. It also includes the assigning of materials to their place within the system.

Classification Number - The number from the Dewey Decimal System assigned to a book (or other item) to show the subject area and to indicate its location in the collection. The number is placed on the spine of the book and on the catalogue card entries in the upper left hand corner.

Computer-Produced Catalogue - A catalogue based on machine-readable catalogue records.

Copyright - The exclusive right granted by government for a publisher to publish a work for a specified number of years as a protection against others copying the work.

Copyright Date - The date of copyright as found in the book usually on the reverse of the title page. If several copyright dates are given, use the most recent date on the catalogue card.

Corporate Author - An organization or group of persons that acts as the author of an item. Examples: governments, associations, business firms, religious bodies.

Cross Reference - A direction from one subject heading or authority entry to another.

Descriptive Cataloguing - The part of the cataloguing process dealing with the description of the book and the identification of the main entry.

Dewey Decimal Classification - A numeric classification system designed in the nineteenth century by Melvil Dewey and used most often in public libraries.

Dictionary Catalogue - One in which all cards (author, title, added entries, subject entries) are interfiled alphabetically.

Divided Catalogue - One separated into two or more parts, usually author-title and subject.

Edition - All the impressions of a work printed at any time or times from one setting type. Also, one of the successive forms in which a literary text is issued.

Editor - One who prepares for publication or supervises the publication of a work or collection of works of another author or group of authors.

Entry - A record (e.g. card or other listing) in the catalogue providing access to information on an item in the collection.

Fiction - A non-factual work such as a novel which is usually not classified but shelved in a separate area with other fictional materials and arranged alphabetically by the author's last name.

Filing Rules - Rules for the filing of catalogue cards in a standardized manner.

First Indention - The ninth typewriter space from the left side of a catalogue card.

Half Title - In some books, a brief title printed on a separate leaf or page preceding the title page usually without the author's name or imprint.

Hanging Indention - This form of indentation is used when the main entry is under title; the title begins at the first indention and all succeeding lines of the body of the card begin at the second indention.

Heading - Placed at the top of the catalogue entry to provide an access point under the name of a person, title of a work or its subject.

Ill. - Illustration(s) or Illustrator(s).

ISBD - International Standard Bibliographic Description - A standard format for recording bibliographic information used on catalogue cards or microform catalogues.

ISBN - International Standard Book Number - A unique number assigned to each book at time of publication. It can be used when ordering material and in obtaining purchased cataloguing.

Joint Author - A person who collaborates with one or more associates to produce a work in which the contribution of each if not separable from that of the others.

Library of Congress - (L.C.) - U.S. National Library. Often referred to for its classification system (L.C.) and its published list of subject headings (LCSH).

Main Entry - A full catalogue entry, usually the author entry, giving all the information necessary to complete identification of a work.

MARC - An acronym for Machine Readable Cataloguing.

Microform - Usually a reproduction photographically reduced to a size difficult or impossible to read with the naked eye. Some microforms are also original editions. Common forms are microfiche or microfilm. Catalogues can be produced on microform from a computer file.

Non-Fiction - Materials with factual content. Classified by Dewey Decimal system.

Notes - Record of cataloguing data that cannot be incorporated in the preceding parts of the card.

Online Catalogue - The contents of the catalogue stored in the computer can be directly accessed at a computer terminal. All updates and changes can be made instantaneously by staff and viewed by patrons.

Physical Description Area - The section of the catalogue entry that includes paging, dimensions and other physical dimensions of the book.

Processing - The physical preparation of library materials. It can mean the cataloguing and classification process in addition to the insertion of pockets, book cards, jackets, and ownership stamps.

Pseudonym - A name assumed by the author to conceal or obscure identity.

Publisher - The person, corporate body or company responsible for issuing an item.

Purchased Cataloguing - Catalogue information and card sets which can be purchased from vendors either at the time the book is purchased or at a later date.

Sears List of Subject Headings - A standard list of subject headings often used by public libraries.

Second Indention - Thirteen typewriter spaces from the left edge of a catalogue card. Used for 1) title statement in body of the card 2) added entries 3) collation 4) beginning of notes area.

D Cataloguing Suppliers

Libraries may purchase precatalogued books from some library suppliers. Suppliers offer several levels of service at various prices. These include:

- full cataloguing and processing. This means that the books arrive ready for the shelf with plastic jackets, pockets, book cards and labels already in place and with a full set of cards ready to be filed in the catalogue and shelf list.
- loose kits and covers. The books still have to be processed, but all cards, pockets, book cards, labels and covers are ready to be attached, inserted or filed. These can also be purchased without buying the covers.
- card kits. This includes card sets only. The library buys plastic covers, pockets and labels and completes processing.

The prices for these levels of service vary, depending on the amount of work which is done by the suppliers. The prices start at about $1.00 per book for card kits and can range from $1.20 up to $2.00 for full processing. Costs may be less for large orders and regular customers.

The type of cataloguing information may also vary. The cost of full descriptive cataloguing will be greater than costs for basic description so libraries should always contact suppliers to see what kind of cataloguing they are able to supply. Cost and delivery time should also be clarified.

The following is a list of some of the major library suppliers which offer a cataloguing service. Libraries should contact the suppliers to determine if they can provide the levels and prices of service which meet the library's need.

Alberta Book and Novelty (1982) Ltd.
7140 Fairmont Drive
Calgary, Alberta T2H 0X4
ph. (403) 252-4426

Bro-Dart
109 Roy Boulevard
Brantford, Ontario N3T 5N3
ph. 1-800-265-8450 toll free

Canadian Biblio Consultants Ltd.
P.O. Box 12
Ajax, Ontario L1S 3C2
ph. (416) 839-9192

National Book Centre Ltd.
66 Northline Road
Toronto, Ontario M4B 3E6
ph. (416) 751-3530

Saunders Books Wholesale
c/o Alberta rep.
Jack Ricord
71 La Fonde Cres.
St. Albert, Alberta T2N 2N7
ph. (403) 458-3511

Baker and Taylor
380 Edison Way
Reno, Nevada USA 89564
ph. (702) 786-6700

Catalog Card Corporation (of America)
1300 East 115 Street
Burnsville, Minnesota USA 55337
ph. (612) 894-5770

La Centrale des Bibliotheques (French material)
1685 rue Fleury est
Montreal, P.Q. H2C 1T1
ph. (514) 381-8891

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Anglo-American Cataloguing Rules. 2nd ed. Edited by Michael Gorman and Paul W. Winkler. Chicago/Ottawa: American Library Association/Canadian Library Association, 1978.

Dewey Decimal Classification and Relative Index. 3 vol. 19th ed. Lake Placid, New York: Forest Press, 1979.

Gorman, Michael *The Concise AACR 2.* Chicago/Ottawa/London: American Library Association/Canadian Library Association/The Library Association, 1981.

Library of Congress Subject Headings. 9th ed. Washington, D.C.: The Library, 1980. 2 vol. plus supplements.

National Library of Canada. *Canadian Subject Headings.* Ottawa: The Library, 1979.

Sears List of Subject Headings. 12th ed. Edited by Barbara Westby. New York: Wilson, 1982.

Sears List of Subject Headings: Canadian Companion. 2nd ed. Compiled by Key Haycock and Lynne Isberg Lighthall. New York: Wilson, 1983.

Texts and Manuals

ALA Rules for Filing Catalog Cards. 2nd ed. abridged. Edited by Pauline A. Seely. Chicago: American Library Association, 1979.

Bloomberg, Marty, and Hans Weber. *An Introduction to Classification and Number Building in Dewey.* Edited by John Phillip Immroth. Littleton, Colorado: Libraries Unlimited, 1976.

Dewey Decimal Classification: Manual on the use of DDC: Edition 19. Edited by John P. Comaromi and Margaret J. Warren. Lake Placid, New York: Forest Press, 1982.

Piercy, Ester J. *Commonsense Cataloguing,* 2nd ed. Revised by Marian Sanner. New York: Wilson, 1974.

Wynar, Bohdan S. *Introduction to Cataloguing and Classification.* 6th ed. Littleton Colorado: Libraries Unlimited, 1980.